

**CDC Information Council  
Meeting Minutes  
October 31, 2002, 3:00p.m.-5:00p.m.  
Roybal Campus, Bldg. 16, Room 5126**

CDC Information Council met on October 31, 2002, Roybal Campus at 3:00p.m. John Loonsk chaired the meeting.

**Updates/Announcements**

- **CIC Representation**

Denise Koo introduced Dan Sosin as the new CIC representative and Scott Kellerman as the alternate for the Epidemiology Program Office. Denise Koo will no longer be the CIC representative.

- **Privacy Rule activities**

Denise Koo introduced Sal Lucido, CDC's lead on the Privacy Rule. The Privacy Rule is posted at <http://intranet.cdc.gov/epo/ADS/privacy-home.htm>. The current documents are being revised and will be posted on the Internet so our partners can access them. Sal is also working on developing a technical assistance document for public health programs. He is setting up a plan and accepting volunteers to help develop the document.

The objectives, which are being addressed, include the following:

1. The working group was formed to help CDC understand what the Privacy Rule is about and also so that partners can understand that they have assistance with how the privacy rule impacts them.
2. The group will also try to address covered entity and hybrid entity as it relates to the privacy rule.
3. Sal has also revised Denise's presentation to include new points, which the Privacy Rule allows for.

Sal extended an invitation to explain the Privacy Rule in a twenty- minute presentation to anyone who is interested.

**Questions/Comments:**

Q: What should CIC members do to contribute to the Privacy Rule implementation?

A: This is a subject to revisit at a future meeting. Members were encouraged to send comments and suggestions to John Loonsk and Janet Collins.

**Agenda Item #1 Technical Review of PHIN Functions and Specifications and CIC Working Group Composition**

John Teeter distributed a draft statement of work for the technical review of the Public Health Information Network Functions and Specifications Version 1. In August 2002, the CIC approved these as well as approving an ongoing process for their review and evolution. In this process, several questions/concerns were raised. Therefore, the CIC also requested an initial technical evaluation of the PHIN functions and specifications in the context of the questions/concerns and requested that this review be completed as soon as possible to insure that public health organizations can wisely invest resources that are now available. The product and recommendations of this technical evaluation will be presented to the newly forming CIC External Technical Standards Working Group and to the CDC Information Council.

Anticipated tasks related to this project include:

- Interviews of key CDC and public health partner stakeholders (provided in attachment B)
- A technical review of the issues raised by the questions/concerns (to include, but not necessarily be limited to, those listed in attachment A)
- A draft report for review by CIC External Technical Standards Working Group
- A final report for the CIC External Technical Standards Working Group and the CDC Information Council

CIC members should send comments on the draft SOW to Laura Conn by COB Monday, November 4, 2002. John explained the purpose of this presentation at CIC was to elicit discussion and to collect comments.

Questions and Comments:

Q: What is the progress on the Public Health Functions and Specifications cover document? When will it be edited and made available to other CIC members?

A: This is presently an ongoing activity. The document is being reviewed by a technical writer.

Q: When can we see the final report from Gartner?

A: The period of review for the contract will be four to six weeks. The turn around is expected to be approximately two months.

Several partners suggested there is a functional need to write software code, which can run at any public health site.

**Action Item:**

**Comments and suggestions on the draft SOW for the technical review of PHIN Functions and Specifications Version 1 should be submitted via email to the Executive Secretariat (Laura Conn) by COB Monday November 4, 2002.**

John Teeter distributed a conceptual proposal for CDC membership of CIC External Technical Standards and Data Model and Vocabulary working groups. The formation of the CIC External Technical Standards and Data Model (and Vocabulary) Working

Groups was approved at the September 2002 CIC meeting. The approved composition included three representatives from CDC, three representatives from ASTHO and three representatives from NACCHO. The working groups will work “virtually” as much as possible and will have as a major role, the review of material presented to them by staff and insuring that their constituencies have an opportunity to review material and give input. There was also the suggestion that the different representatives to the groups should, as much as possible, represent different roles and responsibilities in their respective organizations. ASTHO and NACCHO have been requested to provide representatives for these groups in this context.

In the context of CDC representation to the working groups, the following is proposed:

For the Data Model (and Vocabulary) WG:

- Two CIO program representatives to be identified by Excellence in Science – ideally individuals that have some exposure to data modeling and/or vocabulary issues, will act as liaison to the programs and to the broad Excellence in Science group
- The Associate Director for Extramural Activities in IRMO – brings data modeling and vocabulary expertise, acts as liaison to NEDSS and BT projects

For the External Technical Standards WG:

- CDC’s Chief Information Officer – as a member of OD, brings a CDC enterprise perspective to the group, also serve as a liaison to HHS, eGov and other federal IT initiatives
- The Associate Director for Information Technology Architecture in IRMO – important for positions’ roles and responsibilities in the agency, brings technical subject matter expertise, can represent many IRMO activities and needs
- A CIO representative from the Chief Technology officers committee - serves as liaison to the Chief Technology Officers Committee, represents connection to CIO’s technology needs

It is proposed that each of these groups be co-chaired by the IRMO Subject Matter Expert (other co-chair will be from a partner organization).

Questions and Comments:

Q: Is there a need a programmatic view on the External Technical Standards group, to access if their needs are being met? Are we comfortable that this representation is all that is needed?

A: This process started out with program participation and there will be other opportunities for comments.

There were two additional comments that the proposed composition of these groups looked appropriate. CIC members should provide comments on the composition on the membership to Laura Conn.

**Action Item:**

**Members should submit comments on membership of the CIC External Technical Standards and Data Model and Vocabulary working groups to the Executive Secretariat (Laura Conn) no later than COB Friday November 8, 2002. For those suggesting an alternate composition, please indicate which representative should be removed.**

**Agenda Item #2: NEDSS Change Control Process-Bob Pinner**

Bob Pinner discussed and distributed handouts with an overview of the NEDSS change control process for the base system. The process was developed in February and revised in March 2002. The process is now necessary since the base system version 1.0 is now in the requirement gathering stage. The process was presented to the CIC for approval.

Questions and Comments:

Q: Who is going to be able to submit a request for changes and what is the process?

A: Users will suggest changes or requirements at site visits or by email. These will be organized and submitted to the first level review board.

Q: Are you going to distinguish between major and minor changes?

A: The first step in the process is to fix mistakes before the first level review. Next changes will be submitted to the first level review group.

It was suggested that when the first level review process is developed, the CIC members should be informed. This should also include informing the states of the process.

**Action Item:**

**The CDC Information Council approved the NEDSS Change Control Process.**

**Added Agenda Item:**

Bob Pinner requested the formation of a Data Management Utilization Analysis working group at CDC. Policies are needed for active data storage and maintenance as the data comes into the NEDSS Base system.

**Action Item:**

**Bob Pinner requested that Claire Broome develop a charge for a Data Management Analysis working group, which can be presented at the next meeting.**

**Agenda Item #3: BT IT Projects- John Loonsk**

John Loonsk discussed an overview of the current bioterrorism projects and related activities. He distributed handouts, which outline the current projects. Some of the major extramural BT projects include the NEDSS Base System, LRN Specimen and Result Management, the Public Health Information Network messaging system, Public Health Directory, Pre-event Smallpox vaccination system, Public Health Emergency Response Web Site and IT Technical assistance to partners. Intramural BT applications include Field systems, Handheld Specimen Management systems, Lab Specimen Receipt and Results reporting, Emergency Preparedness Management Portal, Call Response and

Surveillance system, Enterprise Communication Technology Platform, Integrated Epi and Lab Reporting, EOC personnel deployment management, Project Management, Process Flows and Content Management and Requirements documentation.

John Loonsk also highlighted the Smallpox vaccination administration support, which includes the following objectives:

- Define and publish pre and post-event functional requirements
- Define specifications for necessary data exchange
- Build software that states are free to use that adheres to those specifications

John Loonsk also discussed vaccine related technology needs, which include the following:

- Support of vaccine administration
- Tracking vaccine use
- “Take” recording management
- Active and passive adverse event surveillance
- Storage of data on vaccinated individuals
- Storage and management of possible and confirmed cases with appropriate epi data
- Matching of possible exposures and of case contacts against the vaccinated individuals list
- Real- time exchange of confirmed case, possible case, lab results, number of vaccinated individuals and vaccine lot data with the state and federal authorities
- If IND vaccine is used, there is a series of additional processes, data and information exchange requirements

**Attendees:**

**Members/Alternates**

**Lee Annest (NCIPC)**

**Andrew Autry (NCBDDD)**

**Lynda Doll (NCIPC)**

**David Fleming (OD)**

**Jeanne Gilliland (NCCDPHP)**

**Scott Kellerman (EPO)**

**Ed Kilbourne (ATSDR)-phone**

**Denise Koo (EPO)**

**John Loonsk (IRMO)**

**Tonya Martin (NCHSTP)**

**Dale Nordenberg (NCID)**

**Bob Pinner (NCID)**

**Charlie Rothwell (NCHS)-envision**

**Jim Seligman (OD)**

**Dan Sosin (EPO)**

**Partners:**

**Seth Foldy (NACCHO)-envision**  
**Jac Davies (CSTE)-phone**  
**Steve Hinrichs (APHL) -envision**  
**Mike Moser (ASTHO) - phone**

**Others:**

**Laura Conn (IRMO)-phone**  
**Sal Lucido (EPO)**  
**Charlie Magruder (PHPPPO)**  
**Barbara Nichols (IRMO)**  
**Howard Smith (NCIPC)**  
**John Teeter (IRMO)**